

# NEOGOV PE - EMPLOYEE CERTIFICATION OF PERFORMANCE PLAN 2017

## Quick Reference Guide

**NOTE:** It is recommended that you view the video and review the detailed instructions located on your self-service Performance Management main page within the “NEOGOV PE Instructions” link prior to utilizing this Quick Reference Guide.

Your supervisor may work with you to formulate your performance plan or they may set up your plan independently. Regardless of which method is used, after the plan is “Started” by the supervisor, you (the employee) must certify it to acknowledge that you have had the opportunity to review the objectives and competencies that will be used to complete your performance rating at the end of the review period.

### To Certify Your Performance Plan:

- 1) Sign in to your MI HR Self-Service Account
- 2) Click on “Performance Management”
- 3) Click on “NEOGOV PE Login”
  - a. Enter your NEOGOV user ID & password (user ID is your full e-mail address; example, JohnD@michigan.gov)
  - b. Click on the “Sign In” button
  - c. You will arrive at your My Dashboard. Because you have a performance evaluation plan that is ready for review, you will see under My Tasks, “Sign (name of the review)”. Click on the Subject to go to the Acknowledgement window.
  - d. In the Evaluation Summary window, review the plan
  - e. Discuss any concerns with your supervisor
  - f. To agree with the plan, click “Submit” on the Evaluation Summary window
  - g. An email will be sent to the supervisor that the employee has certified the plan.
  - h. To log out of NEOGOV, Put your cursor over the down arrow next to your name in the upper right corner of the screen and select “Sign Out”

Note: You can return to your main/home screen at any time by clicking on the “My Dashboard” link located on the left side of the screen.

Link to detailed performance plan certification instructions: [http://www.michigan.gov/documents/mdcs/7-Certification\\_of\\_Plan\\_032013\\_413942\\_7.pdf](http://www.michigan.gov/documents/mdcs/7-Certification_of_Plan_032013_413942_7.pdf)

Link to all NEOGOV PE Tutorials: <http://www.michigan.gov/mdcs/0,4614,7-147-7213-293190--,00.html>